

Automatic Job Numbering (Estimating Only)

Overview

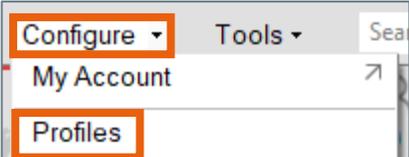
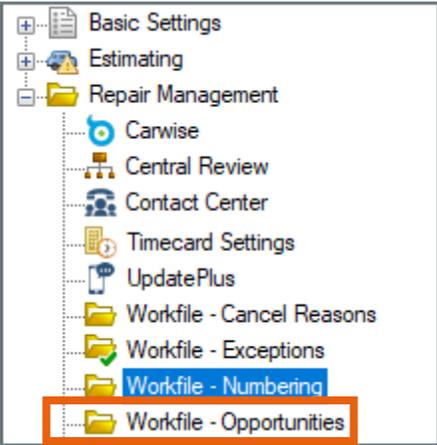
In CCC® Estimating, a repair facility's profile can be configured for either Automatic or Manual Job Numbering. This document explains how to configure a profile for this setting and use job numbering.

Important Notes

For both Automatic and Manual Job Numbering:

- The **Job Number** field on the Vehicle tab is read-only for Estimating-only customers. It will only be enabled for customers who also have Repair Workflow as their shop management system.
- The **Convert to Job** action is available for both Automatic and Manual Job Numbering. This button is hidden once a job number is assigned.
- Once assigned, the Job Number **cannot** be changed.

Configure Automatic Job Numbering of Workfiles

Step	Action
1	Open the Configure drop down menu and select Profiles . 
2	Double-click the appropriate Repair Facility's profile .
3	From the Repair Management section, click Workfile - Numbering . 

4	<p>Select the radio button for Automatically and enter the desired Initial RO Number in the text field.</p> <div data-bbox="576 262 1421 514" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0056b3; color: white; padding: 2px 5px; margin: 0;">Repair Order Numbering</p> <p>How would you like the repair orders to be numbered?</p> <p><input type="radio"/> Manually - the shop location will enter the repair order number when it is created</p> <p><input checked="" type="radio"/> Automatically - the system will automatically generate the repair order number</p> <p>Initial RO Number: <input style="width: 100px;" type="text"/></p> </div> <p>Note: If Manual Job Numbering is selected, you must enter each Job Number manually on the Vehicle tab of the workfile. For additional information, see the Using Manual Job Numbering section below</p>
5	Click Save and Close

Using Automatic Job Numbering

Once Automatic Job Numbering of workfiles is enabled, each time a workfile is created and saved, **Convert to Job** can be selected from the Vehicle tab. When **Convert to Job** is selected, the system automatically sets the Job Number to the next in the sequence and updates the workfile title to include the new Job Number.

Using Manual Job Numbering

If Manual Job Numbering of workfiles is enabled, each time a workfile is created and saved, **Convert to Job** can be selected from the **Vehicle** Tab. The system displays a prompt to enter the Job Number manually. Enter the **Job Number** and click **Submit**. The **Job Number** is saved with the workfile and will appear on the workfile title.